

9.0

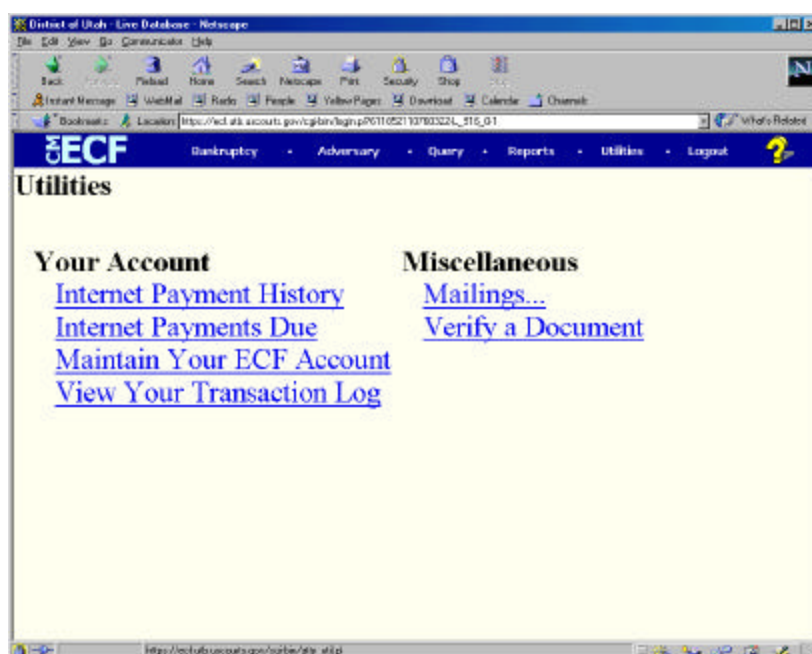
ECF Utilities

The Utilities menu option provides utilities to maintain accounts, update recipient email addresses, obtain internet payment information, make online payments and view recipient mailing lists by case. Users should review these reports periodically to fully utilize the system.

A Legal Research link is also provided for convenient Westlaw access and the Verify a Document option is under the Utilities menu to allow for document authentication.

This chapter will cover:

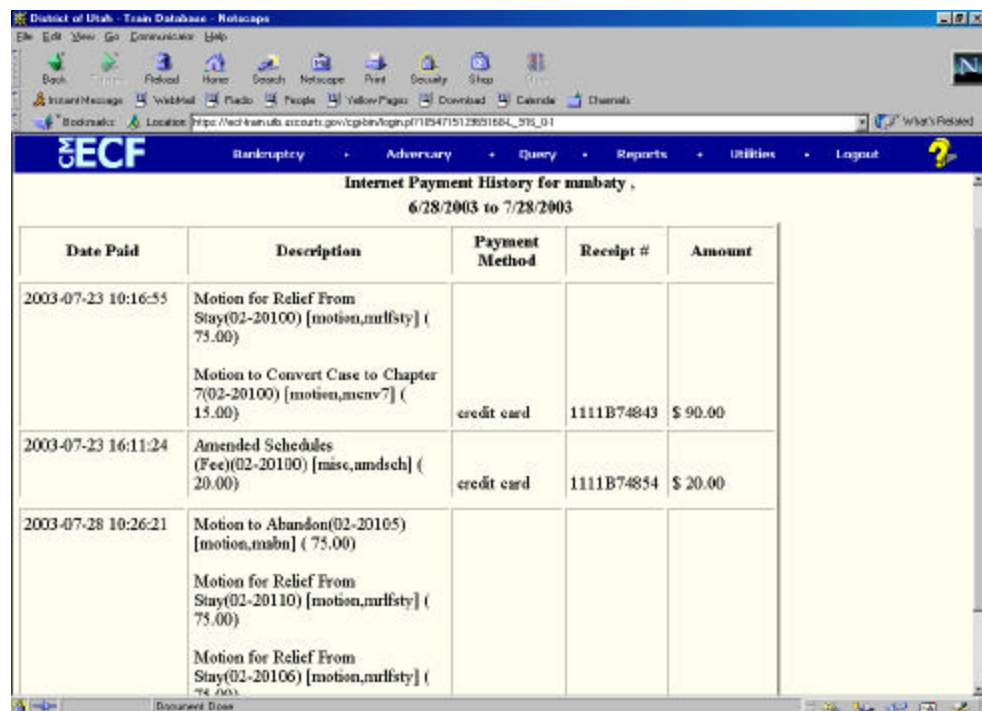
- Internet Payment History
- Internet Payments Due
- Credit Card Processing
- Maintaining ECF User Account
- Viewing the Transaction Log
- Recipient Mailing List by Case



9.1

Internet Payment History

Figure 1 is an example of the Internet Payment History report. The report will display a full accounting of online payments for the user according to the dates you specify.



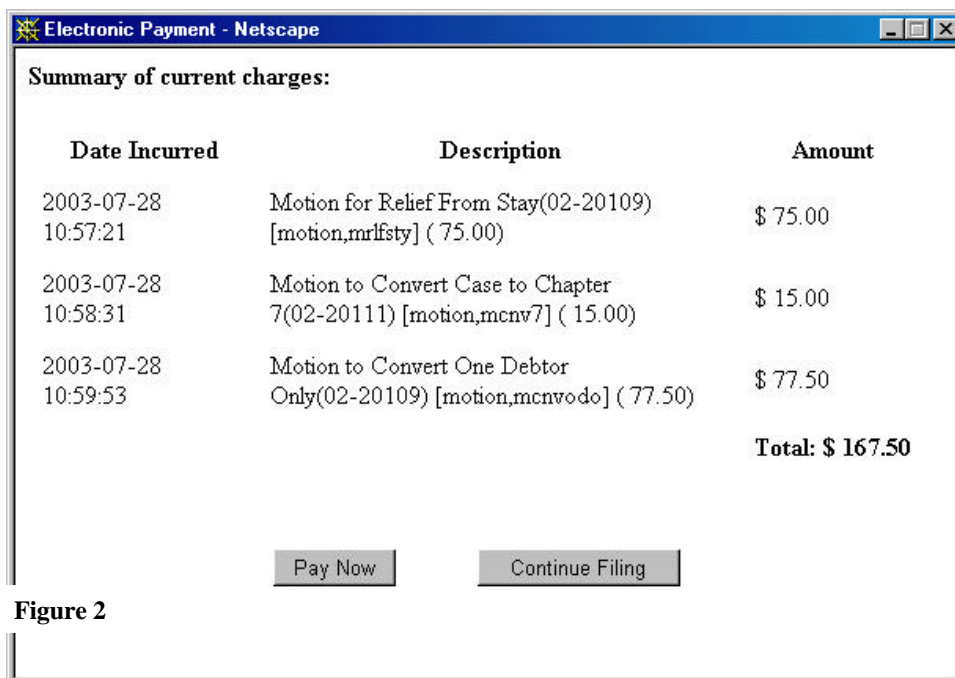
Date Paid	Description	Payment Method	Receipt #	Amount
2003-07-23 10:16:55	Motion for Relief From Stay(02-20100) [motion,mrflsty] (75.00) Motion to Convert Case to Chapter 7(02-20100) [motion,mcnv7] (15.00)	credit card	1111B74843	\$ 90.00
2003-07-23 16:11:24	Amended Schedules (Fee)(02-20100) [misc,amdsch] (20.00)	credit card	1111B74854	\$ 20.00
2003-07-28 10:26:21	Motion to Abandon(02-20105) [motion,mabn] (75.00) Motion for Relief From Stay(02-20110) [motion,mrflsty] (75.00) Motion for Relief From Stay(02-20106) [motion,mrflsty] (75.00)			

Figure 1

Internet Payments Due

9.2

Figure 2 is an example of the *Internet Payment Due* report. This report will show any outstanding balances for internet filings for the registered user.



Non-Payment of Fees For Internet Filings

- Eventually, a system lockout will occur, if fees are deferred past the time provided by the court.
- Users will receive an e-mail notice for any outstanding filing fees. The e-mail notice will be sent everyday until the fees are paid.
- If a user is locked out, the *Internet Payments* option will be the only item available to the registered user. Upon payment of the fees the lockout is immediately terminated.

9.3

Internet Credit Card Processing

With the E-Commerce module incorporated into CM/ECF, Attorney filers can directly pay filing fees on CM/ECF via the internet to the U.S. Treasury.

The event(s) you select will determine if a fee will be charged. See section 1.3 for a listing of fee events. Events that require payment will be followed by a (fee) indicator. Be sure the event you select is correct.

Users are strongly encouraged to pay fees by the end of the day the fee event was filed. If fee events are entered and not paid on Friday, a lockout will occur over the weekend.

Upon successful submission of a docket entry requiring a filing fee payment, such as a new case, amended schedules or a motion for relief, the filer will be offered the option to pay the filing fee at that point or continue filing documents and pay a short time later. Figure 1 demonstrates the screen that will appear when fees are due.

STEP 1 Select [Pay Now] or [Continue Filing].

Date Incurred	Description	Amount
2003-07-22 11:32:14	Motion for Relief From Stay(02-20100) [motion,mrlfsty] (75.00)	\$ 75.00
2003-07-22 15:12:37	Motion to Convert Case to Chapter 7(02-20100) [motion,mcnv7] (15.00)	\$ 15.00
	Total:	\$ 90.00

Pay Now Continue Filing

Figure 1

Pay Now

- If you select [Pay Now], the screen in Figure 2 will appear.
- Enter your credit card information and click on [Submit Payment] and wait for the transaction to be processed. Users will be allowed three attempts to pay before receiving a failed transaction notice.
- Upon completion, a transaction receipt as shown in Figure 3 on next page, will be provided. This receipt number will be entered on the docket sheet to memorialize the payment immediately.

Figure 2

Figure 3

Users are strongly encouraged to pay all outstanding fees at the end of each day.

Continue Filing

- If you select [Continue Filing], the screen in Figure 1 will continue to appear upon completion of every docket entry, including those that do not require a fee, until the fees have been paid.
- The screen that appears will continue to accrue charges in all cases as seen in Figure 4.



Date Incurred	Description	Amount
2003-07-23 16:21:46	Motion to Abandon(02-20105) [motion,mabn] (75.00)	\$ 75.00
2003-07-23 16:37:22	Motion for Relief From Stay(02-20106) [motion,mrlfsty] (75.00)	\$ 75.00
2003-07-23 16:38:53	Motion to Convert Case to Chapter 7(02-20101) [motion,mcnv7] (15.00)	\$ 15.00
2003-07-28 10:24:28	Motion for Relief From Stay(02-20110) [motion,mrlfsty] (75.00)	\$ 75.00
		Total: \$ 240.00
<div>Pay Now</div> <div>Continue Filing</div>		

Figure 4

Non-Payment of Fees For Internet Filings

- Eventually, a system lockout will occur, if fees are deferred past the time provided.
- Users will receive an e-mail notice for any outstanding filing fees. The email notice will be sent every day until the user pays the fees.
- If the user is locked out, the *Internet Payments* option will be the only item available to the registered user. Upon payment of the fees the lockout is immediately terminated.

Authorization Failure or Denial

- Users will be allowed three attempts to pay before receiving a failed transaction notice.
- The on-line payment program has been recently enhanced to include address verification. The address of the registered user will be verified against the address of the card holder. If they do not match you may receive a failure notice.
- If a failure notice is displayed, user's should first contact the credit card service center to verify credit limits, payments or address information.

Reports Available

Reports made available to ECF users, to track payment history are the *Internet Payment History* and *Internet Payments Due* options under the Utilities menu.

9.4

Maintain ECF User Account

As a registered user, you will be given access to maintain your own account information through Maintain Your ECF Account. Using this option, users can update their name, mailing and e-mail addresses, phone and fax numbers, and passwords. Users can then control the accuracy of their own information in a timely manner. The user account will need to be updated as changes occur, such as change of address, change of email provider, and when the need to change your password occurs. Changing of password will need to occur if you feel the password security has been compromised or when an employee with access to your account, leaves your employ.

- | | |
|--------|--|
| STEP 1 | Click on the Utilities hyperlink on the blue bar.
Click on the Maintain your ECF Account. |
| STEP 2 | Your user account information will be displayed (see figure 3). Corrections should be made here to affect all cases. |

Figure 3

Change Email

STEP 1 Click on the [Email Information] button to access your email information. Change your primary address in the Primary e-mail address.

STEP 2 Add additional email addresses

STEP 3 You can also receive notices for other cases that you are not involved in by adding case numbers to the text area labeled “Send notices in these additional cases”.

Click the [Return to Account screen] when finished with email settings.

More User Information (change password)

STEP 1 Click on the [More user information] button to change your password.

STEP 2 Highlight the current password in the text box.

STEP 3 Change the password.

It is recommended that you use a combinations of letters and numbers/symbols to create your password. This will make it harder for someone to randomly discover your password.

Click the [Return to Account screen] when finished with changing your password.

Submitting changes

STEP 1 Once you are finished with changing/managing your account information, click on the [Submit] button.

STEP 2 A screen will appear requesting that you select the cases to be updated (see figure 4).

You can select individual cases or update all cases by selecting *****Update All***** from the scroll box.

STEP 3 Click on the [Submit] button to change the information for all the cases you selected.

A Change Confirmation screen will display informing you that your account and associated cases have been updated.

To update multiple cases holding down the <Ctrl> key while selecting case numbers

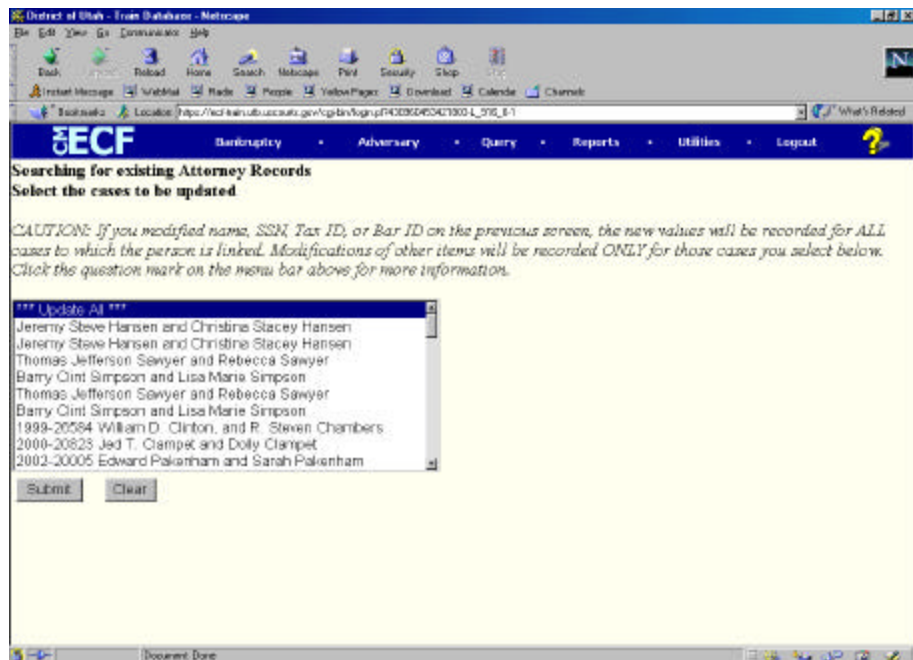


Figure 4

NOTES

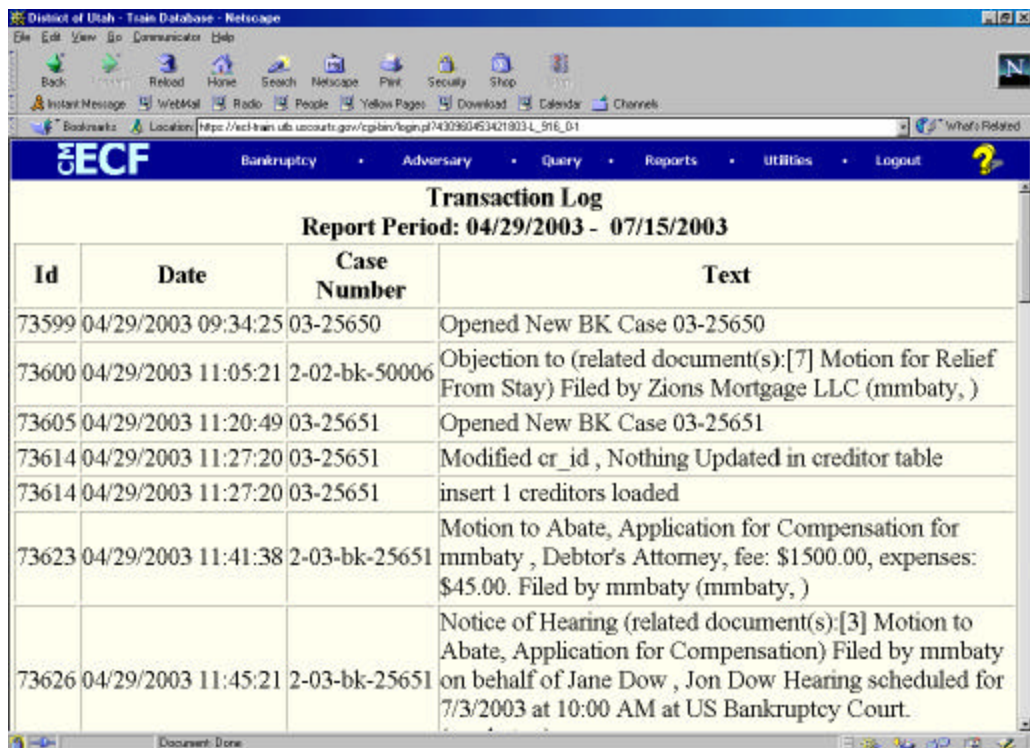
9.5

Transaction Log

The Transaction Log is a record of all transactions that have occurred on the account currently logged in.. If there are multiple accounts in your office, you would view them separately. This could be a useful tool for tracking activity within your office on a particular account or employee.

The transaction log is queried by date, allowing you to select the date range.

- STEP 1 Click on the Utilities hyperlink on the blue bar. Click on the View your Transaction Log.
- STEP 2 Enter start and end dates in MM/DD/YYYY format, or accept the default dates. Click the [Submit] button.
- STEP 3 The Transaction Log is displayed (see figure 5). The log displays a transaction ID number, Dates of the transactions, case numbers of the cases the account has been involved in, and a brief text of actions performed.



The screenshot shows a web browser window displaying the ECF (Electronic Case Filing) system. The page title is "Transaction Log" and the report period is "04/29/2003 - 07/15/2003". The table lists transactions with columns for Id, Date, Case Number, and Text. The transactions include opening new BK cases, filing motions for relief from stay, and compensation applications.

Id	Date	Case Number	Text
73599	04/29/2003 09:34:25	03-25650	Opened New BK Case 03-25650
73600	04/29/2003 11:05:21	2-02-bk-50006	Objection to (related document(s):[7] Motion for Relief From Stay) Filed by Zions Mortgage LLC (mmbaty,)
73605	04/29/2003 11:20:49	03-25651	Opened New BK Case 03-25651
73614	04/29/2003 11:27:20	03-25651	Modified cr_id , Nothing Updated in creditor table
73614	04/29/2003 11:27:20	03-25651	insert 1 creditors loaded
73623	04/29/2003 11:41:38	2-03-bk-25651	Motion to Abate, Application for Compensation for mmbaty , Debtor's Attorney, fee: \$1500.00, expenses: \$45.00. Filed by mmbaty (mmbaty,)
73626	04/29/2003 11:45:21	2-03-bk-25651	Notice of Hearing (related document(s):[3] Motion to Abate, Application for Compensation) Filed by mmbaty on behalf of Jane Dow , Jon Dow Hearing scheduled for 7/3/2003 at 10:00 AM at US Bankruptcy Court.

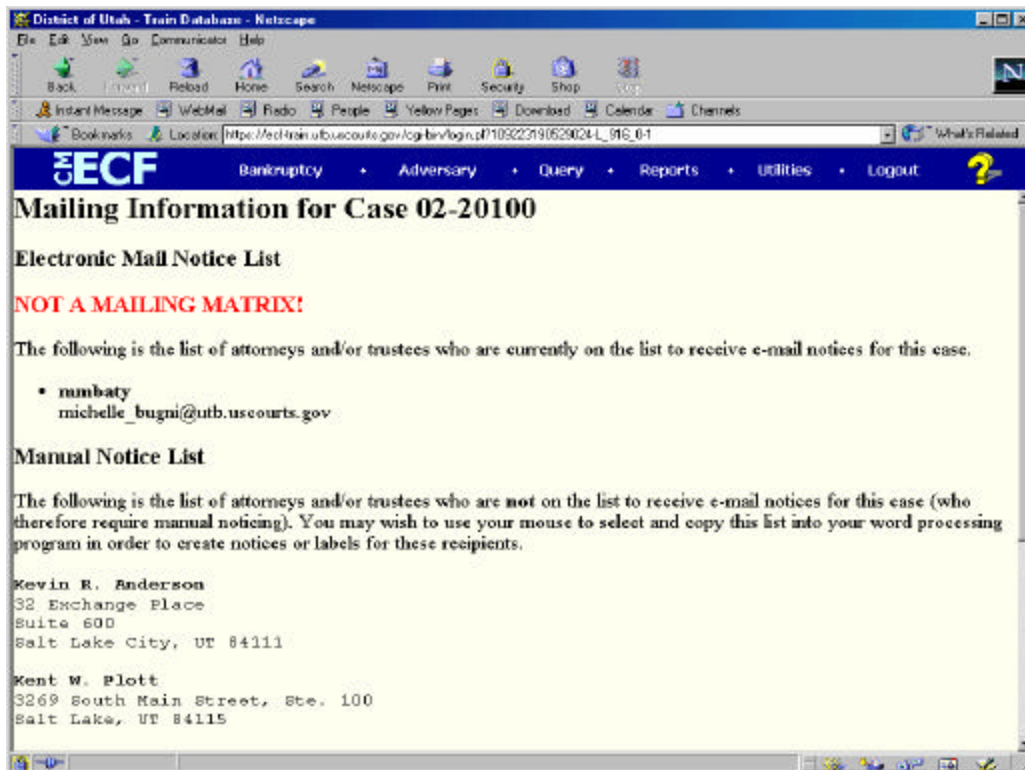
Figure 5

Recipient Mailing List

9.6

The **Mailings** option under the Utilities menu selection will provide a list of electronic and manual recipients for a case. This information can be used to create a certificate of service and allow the user to indicate the method in which service was provided to parties.

The notice to parties is created and converted to PDF before you actually file it electronically. By utilizing the Mailings option you can enter the case number and see what parties will require a manual notice and what parties will receive the electronic notification and include this information on the service list.



Shortcut: Copy (Ctrl c) and Paste (Ctrl v) directly from the list to the pleading you are preparing. Type **(Received Electronically)** by the names listed to received electronic notification.